

APPROVED MINUTES OF THE STATE OF IDAHO PROFESSIONAL STANDARDS
COMMISSION MEETING OF FEBRUARY 2-3, 2012

ATTENDANCE

Members present at February 2 committee meetings: Aiken, Bierne, Boothe, Davis, Henry, Leighton, Mantle-Bromley, Meyer, Nelson, Nuckols, Petersen, Pyron, Rood, Rose, Sauer. SDE staff present: Haas, Lackey, Linder, Markland, Rhodenbaugh, Schwab. Absent: Orthel, Ritter. Guests: Teresa Burgess, Bert Marley, Becky Martin, Allison McClintick, Andy Snook.

Members present at February 3 general meeting: Aiken, Bierne, Boothe, Davis, Henry, Leighton, Mantle-Bromley, Meyer, Nuckols, Orthel, Petersen, Pyron, Rood, Rose, Sauer. SDE staff present: Haas, Lackey, Linder, Markland, Rhodenbaugh, Schwab. Absent: Nelson, Ritter. Guests: Hannah Hysell, Allison McClintick.

AGENDA REVIEW/REVISIONS/ADDITIONS/APPROVAL

The following agenda items were added: NEW BUSINESS – A. Scheduling of 2012-2013 Commission Meetings; B. Member Vacancies/Renominations.

Motion: (Bierne/Mantle-Bromley---PASSED) to approve the February 2-3, 2012, Commission meeting agenda with additions.

CONSIDERATION OF ETHICS CASE BY FULL COMMISSION

Deputy Attorney General Andy Snook reviewed the background of Professional Standards Commission Case #21118 by presenting the Administrative Complaint that had been filed against and corresponding affidavits to demonstrate that Jeff Cappe failed to respond to the Administrative Complaint. In light of Jeff Cappe's failure to respond to the Administrative Complaint, the allegations were deemed true, and Andy Snook presented a proposed Final Order for the Commission's consideration.

Motion: (Bierne/Aiken---CARRIED) to accept the Findings of Fact, Conclusions of Law and Final Order as set forth by the Commission to revoke the teaching certificate of Jeff Cappe and to authorize Esther Henry to sign the Final Order on behalf of the Commission.

It is to be noted that, in the above-mentioned Case #21118, Commission members Becky Meyer, Christi Rood, Shelly Rose, and Dan Sakota were recused from participation and Anne Ritter was absent. All were members of the Executive Committee originally considering that case.

APPROVAL OF MINUTES

Motion: *(Bierne/Henry---PASSED) to approve the December 1-2, 2011, Commission meeting minutes.*

STATE BOARD REPORT

Allison McClintick, Teacher Quality and Special Projects Manager in the State Board office, updated the Commission on the following enacted legislative items:

- Senate Bill 1224 has gone to the governor for approval. It specifies that, beginning with the 2012-2013 school year, at least 50 percent of a total written teacher evaluation shall be based on objective measures of growth in student achievement and input from parents and guardians of students. This ensures that the timing of this requirement for teacher evaluations is aligned with the same requirements for administrator evaluations.
- Senate Bill 1237 amends the online learning graduation requirement. Both the Senate and the House have passed this legislation. Originally it was specified that at least one of the two online learning credits earned must be from an asynchronous online course. This removes the restriction that one credit must be asynchronous. The amended definition of “online course” is now a course in which at least 80 percent of the course content is delivered over the Internet or through the use of technology. An online course may be asynchronous or synchronous. Online teachers may perform the course work from an alternate location while a paraprofessional or other school staff member supervises students in a computer lab environment. Additionally, the teacher may be in the classroom when delivering an online course, and the students in that classroom are able to count it as an online course.
- Senate Bill 1220 strengthens Idaho’s existing anti-bullying laws by ensuring that districts, schools, and school personnel have a role in preventing and intervening in bullying should it occur.

Allison also reported that the Department of Education and Commission would be helping the State Board develop definitions of “verbal abuse,” “physical abuse,” and “sexual misconduct.” This is part of the State Board effort to adopt rules defining job standards performance as applied to all certificated and noncertificated employees.

On another note, Katie Rhodenbaugh agreed to provide Allison with a few samples of Commission professional development grant thank you/reflection reports, as requested by the State Board.

LEADERSHIP TEAM

Chair Dan Sakota reported that the Leadership Team met by teleconference on January 18 and then again at their morning meeting on February 2. They discussed the February meeting agenda; reflection letters from professional development grant recipients; and the

budgets/budget concerns. Possible conflicts with the upcoming April and June Commission meeting dates were discussed; it was decided to leave those dates as scheduled (April 5-6 and June 5-6). The 2010-2011 Commission Annual Report was sent to Commission members and will be provided as an informational item at an upcoming State Board meeting. Dan reminded Commission members of the importance of and necessity for their regular attendance at full and committee Commission meetings as representation for the constituencies that have nominated them.

ADMINISTRATIVE REPORT

Christina Linder (unless indicated otherwise) reported on the following:

1. Nick Smith (former Commission member representing the Department of Education) is back at the department. He is now Deputy Superintendent in the Division of Federal Programs.
2. Christina introduced two new employees in the Department of Education: Teresa Burgess (Title IIA Teacher Professional Development Coordinator) and Becky Martin (Teacher Quality Coordinator).
3. The administrator evaluation training continues. It has expanded from the northern Idaho location to now include the eastern and southwestern parts of the state. Currently about 150 administrators will receive the training.
4. The Educational Testing Service (ETS) pilot work-teacher evaluation has been temporarily postponed until ETS secures enough grant money to sustain the project for three full years. They are very close to securing the funding for that. It is anticipated that the pilot will be launched next fall.
5. The piloting of the Teacher Performance Assessment (TPA) continues. The University of Idaho is in its second year of participation in this effort; the assessment is providing the institution with feedback and student scores at this time, but it is not yet being used as a high stakes assessment. Boise State University will also be participating in the TPA, and ABCTE alternate route candidates and their mentors in the state are also being recruited for participation.
6. The next step in the NTC mentoring effort is to bring the higher education institutions and school districts together for collaboration and cohesive support for teacher education candidates. As a part of that, the institutions and the school districts they most frequently place their student teachers in will convene at a February 9-10 meeting facilitated by NTC personnel to build partnerships to better prepare and support new teachers.
7. The Administrator Evaluation Focus Group had its second meeting in January. As an initial effort, they have developed the following sentence describing a highly effective administrator: A highly effective administrator is a visionary leader of learning with exceptional managerial, communication, and community

relations skills who cultivates leadership among a team of staff to deliver effective instruction and engage in continuous improvement that ensures student success. The group also reviewed Section 3 of the ESEA waiver for the teacher evaluation requirements that must be fulfilled in order to meet the mandates of the waiver – giving districts other options for multiple measures of teacher performance and growth in areas not already tested; forming an evaluation capacity task force to make district recommendations about measures that might be incorporated into teacher evaluations; tiered ranking (which has already been built into our system); and accountability measures to ensure that administrators know how to perform fair and valid teacher evaluations.

8. On the same note, Christina provided Commission members with a proposed ESEA waiver timeline for the implementation of multiple measures for the teacher and administrator evaluation systems. By March of 2012, the Evaluation Capacity Task Force will develop a theory of action for recommending valid measures for educator performance, supporting related professional development, and creating a process for the Department of Education to monitor the evaluation systems in school districts. The Administrator Evaluation Focus Group (see ADMINISTRATIVE REPORT, item 7 above) is currently developing the specifics of a statewide framework for administrator evaluations that should be completed by May of 2012. The state's evaluation and support systems will be piloted no later than the 2013-2014 school year. Full implementation will follow in the 2014-2015 school year, if not earlier. In the fall of 2015, the monitoring of districts' evaluation plans will begin.
9. The Professional-Technical Education teacher standards review/revision will be held on February 16-17; the Bilingual/ENL and Foreign Language teacher standards review/revision will be held on March 1-2.
10. Christina provided Commission members with legislative-proposed and Idaho School Boards Association-proposed changes to Idaho Code 33-1209 and 33-1210. The proposed revisions provide more transparency and open communication between public schools and the Commission regarding ethics complaints/investigations and charges of unethical conduct that impact employment decisions; define the specific employee applicant information to be conveyed between public schools; and provide greater clarity relating to "provisional employment" of certificated personnel. Idaho Code 33-1210 is also the same document for which the State Board is going to develop, with input from the Department of Education based on recommendations of the Commission Executive Committee, definitions for three specific unethical conduct terms (see last paragraph of STATE BOARD REPORT on page 2).
11. Rob Sauer, who is a department staff member assigned to this endeavor, reported that the Department of Education met in December and began working on, with the assistance of the Education Northwest regional center, developing an Idaho Professional Development Theory of Action for implementation as part of the Students Come First (SCF) effort. That draft is now in place. With this model

based on research and evidence, all professional development activity is designed and vetted through a collaborative process within the department that ensures the activity adheres to the elements of effective professional development in a coherent manner. Participants are motivated and have the capacity to understand and implement the professional development content. They continuously monitor progress toward implementation of the highly effective practice by examining evidence from measurable outcomes. In this way there is improvement of the desired practice.

In other areas of the SCF initiative, there is \$2.3 million available to support the basic implementation of the classroom technology during the current fiscal year. Then, starting July 1, 2012, there is an additional \$3 million available for professional development on the one-to-one mobile computing device. It has been decided that the laptop is currently the mobile computing device that best serves the needs of Idaho's students and teachers. Approximately 75 percent of high schools in the state have indicated that they want to be a part of the first roll-out/implementation of the device; in reality only one-third of the high schools will be able to access that. The roll-out of the device will be by school or district rather than by grade.

A Request for Information (RFI) for the professional development for classroom technology integration has been released. The RFI promotes effective use of technology by students, staff, and parents and the integration of technology into public school curricula and instructional methods. A vendor fair in January for this same professional development for classroom technology integration gave the committee even more information and details to assist in making final decisions. Ten RFI responses were sent to the Department of Education regarding the professional development application.

For the one-to-one mobile computing device, both an RFI and a Request for Proposal (RFP) will be released. The RFI and RFP are for the deployment, tracking and assignment of the device and the wireless procurement to support the device.

12. Idaho is one of three states asked to be a focus group at the upcoming 2012 ESEA Title II, Part A national meeting in March and provide information to the federal government on developing and implementing an educator evaluation system. At that same meeting, there will be discussions about the need for different ways to measure the effectiveness of teacher preparation programs. In another related area, Idaho, through its involvement with the New Teacher Center, is going to focus on the need for a special, completely different rubric for the evaluation of pre-service teachers.
13. Cina Lackey briefly reported on the Western States Certification Conference that she attended in January. At that meeting, there were discussions on the states' struggles with defining "teacher of record" and "low-performing higher education institution." All states are experiencing legislature-mandated changes in policies

and procedures; Oregon is attempting to align its state budgets with outcomes and Nevada has adopted alternate routes to certification. The effectiveness of the alternate route teacher in the first three years of teaching was discussed, as was the need for a different evaluation for the novice teacher as opposed to the expert teacher. The western region is the only region in the nation that has its own certification conference.

AUTHORIZATIONS COMMITTEE

Chair Mikki Nuckols reported that the Authorizations Committee recommended that the Professional Standards Commission approve the following new Teacher to New Certificate/Endorsement requests:

BUMGARDNER, Krista, Bonneville Joint #93, Standard Secondary-Earth Science; Biological Science
CALLISTER, Renee, Bonneville Joint #93, Standard Exceptional Child-Generalist K-12
CLARK, Katie, Teton County #401, EC/ECSE-Birth-Grade 3
DIGRAZIA, Madeline, Caldwell #132, Standard Secondary-Physical Science
EBBINK, Robert, West Bonner County #83, Standard Secondary-French 6-12
GIBBONS, Lucinda, Bonneville Joint #93, Standard Exceptional Child-Generalist K-12
HORWEDEL, Carol, Twin Falls #411, EC/ECSE-Birth-Grade 3
HUMBERGER, Michelle, Caldwell #132, Standard Secondary-Biology 6-9
INGALLS, Jennifer, Kendrick Joint #283, Standard Secondary-Speech
KETTERLING, Judy, Notus #135, Standard Secondary-Basic Mathematics 6 -12
MCBRIDE, Kathyryne, Kootenai Joint #274, Standard Secondary-Spanish 6-12
MOUNT, Andrew, Caldwell #132, Standard Secondary-Basic Mathematics 6-9
RENFRO, Vickie, Horseshoe Bend #73, Administrator-Superintendent
SCHUMAKER, William, Meridian Joint #2, Standard Secondary-Biology
STEVENSON, Shane, Meridian Joint #2, Standard Secondary-Biology
STEWART, Angela, Boise #1, Standard Secondary-Drama 6-12; English 6-12
THACKER, Kari-Sue, Bonneville Joint #93, Standard Secondary-Communications 6 -12
WILDER, Steven, Meridian Joint #2, Standard Secondary-Biology

Mikki also reported that the committee approved 5 Provisional Authorizations. In the area of Alternative Authorizations, 3 Content Specialists were approved.

The Commission ACCEPTED the report of the Authorizations Committee.

PROFESSIONAL DEVELOPMENT COMMITTEE

Chair Esther Henry reported that the committee reviewed five thank you/reflection reports from fall professional development grant recipients; she provided Commission members with details regarding the reports. The committee also reviewed the rubric for awarding grants. Esther asked Commission members for suggested solutions to the situation of more grant applications than there is funding when all applicants meet the criteria of the rubric at the highest level. Suggested solutions included using a Department of Education matrix that determines the school district of the highest need

and the lowest amount of money spent per student; considering grant application postmarks/submittal dates and times; ensuring that grant awardees are not the same individuals for subsequent years, etc. Members were asked to provide additional suggested solutions to the issue at the April Commission meeting.

The Commission ACCEPTED the report of the Professional Development Committee.

BUDGET SUBCOMMITTEE

Budget Subcommittee Chair Beth Davis reported that for the month of November, revenue was \$7,038 and expenditures were \$17,143; expenditures exceeded revenue by \$10,105. Along with routine operational costs, there were the following additional expenditures: \$100 for the rental of the room for the December Commission meeting; approximately \$623 for contracted investigative services for ethics cases; \$415 for travel expense reimbursement for Karen Pyron to attend the NASDTEC Professional Practices Institute; approximately \$495 to Dr. Julie Newsome for her time working with Christina and Katie on the NCATE standards; and nearly \$390 for the NNU superintendent program review.

In October, revenue was \$6,278 and expenditures were \$43,194; expenditures exceeded revenue by \$36,916 (nearly \$22,000 in professional development grants was awarded to Idaho teachers during this month). In addition to routine operational costs, the following expenditures were incurred: nearly \$4,300 for the December Commission meeting; \$276 in travel expense reimbursement for Andy Snook to attend a hearing; and \$1,960 in travel expense for Commission staff to attend an ETS regional meeting, the NCATE/CAEP Idaho higher education meeting, and the AACTE conference.

Commission members discussed reduced budget revenue and the possible reasons for that. Chair Dan Sakota requested that Beth Davis and Katie Rhodenbaugh review the budget for the last five years, line item by line item, and note increases and decreases in revenue to possibly reveal some pattern. He further requested that the information be provided at the April Commission meeting.

The Commission ACCEPTED the report of the Budget Subcommittee.

STANDARDS COMMITTEE

Chair Kathy Aiken reported on the following committee discussion items (unless indicated otherwise):

1. Christina Linder has received proposals from three of the five administrator preparation programs in the state to each use a Commission-sponsored \$2,000 mini-grant to research some aspect of administrator preparation and the needs of current administrators in this age of fast-moving reform. The two remaining administrator preparation programs will be contacted and encouraged to submit their proposals for the mini-grants by March 1. All research must be completed and data reported by October 1, 2012. All data will be shared with the focus

group that is currently developing the specifics of a statewide framework for administrator evaluations.

2. The research that committee member Karen Pyron did on an administrator code of conduct/ethics in other states revealed that 10 states have a separate code for administrators and 36 states include administrators with their teacher code of ethics. The Idaho Association of School Administrators (IASA) endorses the American Association of School Administrators “Statement of Standards” code of conduct.

The Commission APPROVED the Standards Committee’s recommendation that, in addition to the Code of Ethics for Idaho Professional Educators, school leaders and administrators shall also adhere to the American Association of School Administrators code of conduct and said code shall appear in its entirety in the aforementioned document.

3. Committee member Cori Mantle-Bromley provided feedback from a related consortium/the related BYU-Idaho department on the idea of replacing one of two required Praxis tests for the blended certificate with a content test. The consortium recommended adopting the third test in addition to the two already-required tests; the department proposed that the related tests be updated to reflect current best practices, as a requirement of three tests would be too taxing for candidates.

The Commission APPROVED the Standards Committee’s recommendation to add Praxis test #0022 to the requirements for the EC/ECSE Blended Certificate, and the Department of Education will recommend to ETS a review/revision of the tests in this area with an eye toward consolidating the current examinations into one examination.

Christina added that Commission staff will address the above-mentioned issue at the upcoming ETS Praxis Client Conference.

4. The committee discussed the BSU Math Consulting Teacher Endorsement proposal. Clarification was needed on the teacher leadership/coaching course and the unit facilitation component of the program. It was determined that the course in question was an external internship.

The Commission APPROVED the Standards Committee’s recommendation to conditionally approve the proposed Boise State University Math Consulting Teacher Endorsement once the Department of Education receives the addendum clarifying the classroom/practicum elements of the proposal.

5. The department has received the list of the Annual Praxis Test Changes for the 2012-2013 Test Year. Anyone who wants a copy of this list is asked to notify the Commission office.
6. Christina spoke to both the Standards Committee and the full Commission about the ESEA waiver in terms of the evaluation capacity issue. Once parameters are

set, recommendations made, and the major work of the Evaluation Task Force is completed, it is hoped the task force will look to ways to refine its work – monitor districts in supportive ways, receive feedback from districts, determine if there is new research and best practices to help inform new policy, etc. It has been suggested to, at that time, move the responsibilities of the Evaluation Task Force into the Professional Standards Commission as a subcommittee.

7. The committee discussed the program review fee for NCATE institutions versus non-NCATE institutions. Members had originally estimated that \$15,000 would be an appropriate, equivalent fee to charge non-NCATE institutions for their program reviews. BYU-Idaho, during its recent full program review, kept an accounting of the expenses related to the on-site visit and reported to the committee that the institution's expenses for its education department's review came to approximately \$15,000. The committee determined that the originally-estimated \$15,000 amount was an acceptable fee for non-NCATE institutions. This topic will be referred back to the deans' group for further discussion.

The Commission ACCEPTED the report of the Standards Committee.

EXECUTIVE COMMITTEE

Chair Dan Sakota reported that the Executive Committee met with Andy Snook, Shannon Haas, and Annette Schwab to discuss ethics case information.

Motion: *(Meyer/Rose ---CARRIED) to move the Executive Committee into Executive Session to review and discuss investigation records exempt from disclosure as prescribed by Idaho Code §67-2345(d).*

Andy Snook reviewed the cases needing Executive Committee decisions.

Motion: *(Rose/Rood---CARRIED) to move the Executive Session of the Executive Committee into Open Session to vote on investigation records exempt from disclosure as prescribed by Idaho Code §67-2345(d).*

Dan reported the following actions taken on cases:

Case #21023 - Letter of Reprimand
Case #21110 - Letter of Reprimand
Case #21120 - Letter of Reprimand
Case #21123 - Letter of Reprimand
Case #21126 - Letter of Concern to the School
Case #21127 - Indefinite Suspension with stipulations
Case #21128 - Letter of Reprimand
Case #21132 - No Sufficient Grounds

Cases closed: #20924, #21019/#21020 (two cases on same person), #21101, #21122, #21124, #21125.

There are currently 7 cases under investigation, 10 cases pending stipulation/voluntary surrender, and 9 cases in which administrative complaints have been filed or are to be filed.

The committee has been working on updating the Code of Ethics for Idaho Professional Educators. That updated document, when completed, will be brought to the full Commission for review/approval.

The Commission briefly discussed the protocol for Idaho state assessments that the committee is reviewing.

Motion: *(Mantle-Bromley/Nuckols---CARRIED) to approve as a pilot the Idaho state assessments "protocol" as an operational definition of Principle IV(e) in the Idaho Code of Ethics for Professional Educators.*

Dan reported on the need to add an addendum for up to \$20,000 more in financial compensation for additional investigative services for the remainder of the fiscal year to Commission ethics case investigator Larry Callicutt's contract. The amount of \$20,000 will be moved from the Investigations/Hearings/Training budget line item to the Contract Investigative Services budget line item to cover this expense.

The Commission APPROVED the Executive Committee's recommendation to add an addendum for up to \$20,000 more in financial compensation for additional investigative services for the remainder of the fiscal year to Larry Callicutt's contract.

The committee discussed the advisability of notifying school districts of final ethics case decisions; more transparency between districts and the Commission regarding ethics complaints/investigations (first known as House Bill 406 and now known as House Bill 564) ; and the definitions of unethical conduct terms (see page 4, ADMINISTRATIVE REPORT, item 10 of these meeting minutes). The committee requested that Andy Snook research the legal implications of school district notification of final ethics case decisions and report back in April.

The committee also discussed the printing budget and the possibility of mailing fewer inserts with certificates in an effort to reduce costs.

The Commission APPROVED the Executive Committee's recommendation to mail the Commission tri-fold brochure and the code of ethics pamphlet only with initial certificates and to cease mailing the ethics poster with all certificates.

The Commission ACCEPTED the report of the Executive Committee.

OLD BUSINESS

Commission Representation at 2011-2012 State Board Meetings

Commission representation at upcoming State Board meetings will be as follows:

April 18-19 (Moscow – UI) – Cori Mantle-Bromley

May 16-17 (Boise – Board Retreat)

June 20-21 (Idaho Falls – EITC) – Mikki Nuckols or Esther Henry

NEW BUSINESS

Scheduling of 2012-2013 Commission Meetings

Commission members scheduled the following meeting dates for 2012-2013:

August 9-10, 2012 (Thursday-Friday)

September 27-28, 2012 (Thursday-Friday)

November 29-30, 2012 (Thursday-Friday)

January 31-February 1, 2013 (Thursday-Friday)

April 4-5, 2013 (Thursday-Friday)

June 4-5, 2013 (Tuesday-Wednesday)

Motion: *(Boothe/Rose---CARRIED) to approve the above-mentioned 2012-2013 Commission meeting dates.*

Member Vacancies/Renominations

Commission member representation vacancies effective June 30, 2012, are as follows:

Cathy Bierne (Elementary Classroom Teacher) – (eligible for another term)

Glenn Orthel (Professional-Technical Education) – (PTE staff member)

Daylene Petersen (Secondary Classroom Teacher) – (eligible for another term)

Karen Pyron (Elementary School Principal) – (eligible for another term)

Anne Ritter (School Board Member) – (eligible for another term)

Christi Rood (Private Higher Education) – (rotates among universities)

COMMUNICATION PLAN

Items of interest in these meeting minutes that members may want to communicate to their constituencies include:

- Senate Bill 1237 removes the restriction that at least one of the two online learning credits earned must be from an asynchronous online course – (see page 2, STATE BOARD REPORT, second bullet)
- Both an RFI and RFP to be released for one-to-one computing device (laptop) – (see page 4, ADMINISTRATIVE REPORT, item 11)
- Professional development grants – the need for suggested solutions to the situation of more grant applications than there is funding when all applicants meet the rubric criteria at the highest level – (see page 6, PROFESSIONAL DEVELOPMENT COMMITTEE, first paragraph)

- AASA Administrative Code of Ethics adopted for leaders and administrators – (see page 8, STANDARDS COMMITTEE, item 2)
- Three Praxis tests for Blended EC/ECSE Certificate – (see page 8, STANDARDS COMMITTEE, item 3)
- Fee of \$15,000 for private higher education program review – (see page 9, STANDARDS COMMITTEE, item 7)
- Protocol for state assessments is forthcoming – (see page 10, EXECUTIVE COMMITTEE, first motion)

PROFESSIONAL DEVELOPMENT ARTICLE

Glenn Orthel will send Commission members the link and applicable pages to an article in preparation for a group discussion at the April meeting relating to the impact of being college and career-ready on the purpose of public education.

ADJOURNMENT

Motion: *(Aiken/Henry---CARRIED) to adjourn the meeting.*

The meeting adjourned at 11:35 a.m.

Mary Jane Markland, Secretary
Professional Standards Commission

Christina Linder, Administrator
Professional Standards Commission